

Bulletin Number	21800BR
Type of Recruitment	Transfer Opportunity
Department	Parks and Recreation
Position Title	STAFF ASSISTANT II (NORTH AGENCY)
Filing Type	Standard
Filing End Date	08/29/2013
Filing End Time	5:00 pm PST
General Information	<b>**DO NOT APPLY ONLINE**</b>

The Department of Parks and Recreation is seeking a highly motivated and dependable individual to fill a vacancy in the North Agency Supervision and Support Division.

**CONTACT INFORMATION:** Permanent County employees are invited to submit their resume with a copy of the last two (2) performance evaluations and copies of time records for the past two (2) years. Only the most qualified individuals will be invited to participate in the selection process, which will consist of a review of the documents and an interview. Please forward your information via e-mail, U.S. mail or fax to:

Department of Parks and Recreation  
Attn: Debra Herzer  
31320 Castaic Road  
Castaic, CA 91384  
Phone: (661) 294-3510 Fax: (661) 294-2240  
E-mail: [dherzer@parks.lacounty.gov](mailto:dherzer@parks.lacounty.gov)

Requirements	Must be a permanent employee of the County of Los Angeles -AND- currently hold the payroll title of Staff Assistant II.
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Desirable Qualifications	Strong organization, interpersonal, analytical, written and verbal communication skills  Strong computer knowledge using Microsoft Word and Excel  Ability to work independently and perform multiple tasks with minimal supervision
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Duties

Supervises support staff and warehouse operations

Maintains Fixed Asset and Portable Inventory lists

Processes petty cash

Reviews and approves purchase requests

Requests purchase orders or quotes from Management  
Services and IT for cell phones and computers

Troubleshoots issues that may arise pertaining to invoices, packing slips,  
supplies, etc.

Requests new telephone services and Voyager Cards

Provides general budget oversight, prepares curtailment scenarios, new facilities  
requests, base trade forms, and unmet needs requests

Vacancy Information

The vacancy is at the Department of Parks and Recreation North Agency  
Headquarters Building located at 31320 Castaic Road, Castaic, CA 91384.

This position is on a 9/80 work schedule with every other Friday off.

Available Shift

Day

Contact Name

Debra Herzer

Contact Phone

(661) 294-3510

Contact Email

dherzer@parks.lacounty.gov

Job Field

Administration

Job Type

Administrative Support